

Stafford County Utilities Commission
Meeting Minutes
August 12, 2014

I. Call to order

Chairman Bill Tignor called to order the regular meeting of the Utilities Commission at the George L. Gordon, Jr. Government Center on August 12, 2014 in the Board Chambers.

II. Roll call

The following persons were present: Joyce Arndt, Jeffrey Dunn, Alan Glazman, and Bill Tignor. Harry Critzer, Janet Spencer, Dale Allen, Hope Bullard, and Cheryl Giles were present for the Utilities Department.

III. Public Presentations

There were no public presentations.

IV. Public Hearing for Truslow Road Sewer Extension Project

Mr. Allen reported that petitions have been received from property owners to extend public sewer on Truslow Road. The Utilities department staff has completed a concept design of the sewer system. It would consist of approximately 650 feet of sewer line along Truslow Road and another 1,200 feet of sewer line between Truslow Road and the existing gravity sewer. The estimated cost of the project is \$100,550. Staff evaluated the project against the criteria in the Neighborhood Sewer Extension Policy and determined that it meets the criteria. Staff recommends approval of the project.

Following the presentation, the following questions were asked:

- Ms. Arndt asked how many residents are located along the area. Mr. Allen responded he does not have an exact number, but that the majority of the residents have completed an application.
- Ms. Arndt asked if each homeowner has to hook up from the sewer line to their house. Mr. Allen responded the homeowner does not have to hook up to the sewer line unless they have a drainfield failure. The homeowner is responsible for the sewer lateral.
- Mr. Glazman asked about the total number of residents that could hook up to the sewer line. Mr. Allen responded that he is unsure of the exact number, but that there are about 50 houses located in the area.
- Mr. Dunn asked if there are other acceptable alternatives for this project. Mr. Allen responded the Health Department indicated the soils are not sufficient for drainfields, consequently there are no other acceptable alternatives.
- Mr. Glazman asked if requests for the project have been submitted in the past. Mr. Allen responded that applications for the project have not been submitted in the past.

Mr. Tignor opened the public hearing for statements from the public. The following residents gave statements about the project.

Robert S. Marshall of 623 Truslow Road
Tom Woodard of 646 Truslow Road

Following the public comments, Mr. Tignor closed the public hearing.

Mr. Glazman made a motion to recommend approval of the Truslow Road Sewer Extension Project. The motion was seconded by Joyce Arndt and passed with a 4-0 vote.

V. Approval of Minutes

The June 10, 2014 minutes were approved as written.

VI. Commission Members' Comments

Mr. Tignor commented that this would be the last Utilities Commission meeting that Mr. Critzer would serve as Director of Utilities. He thanked Mr. Critzer for his service to the department and to the county. Mr. Tignor also recognized Mike Smith and stated Mr. Smith would become the new Director of Utilities on September 1st.

Mr. Glazman and Mr. Dunn also expressed their thanks for Mr. Critzer's service to the County and for his professionalism.

VII. Director's Report

Mr. Critzer distributed a draft copy of the Fiscal Year 2014 Operations Report and highlighted the department's 2014 Performances, which consisted of the following:

- Active accounts
- Volume of water sold
- Residential water usage
- Availabilities Revenue
- Operations Cost
- Customer Service
- Financial Objectives

Mr. Glazman inquired if the decreases in the volume of water sold and the residential water usage are a trend. Mr. Critzer responded the decreases are not just in Stafford County, but are happening nationwide. The decreases have been occurring for the past three or four years.

VIII. Unfinished Business

Rocky Pen Run Financial Overview

Ms. Spencer reported there were not many changes since the May report. Six line items have had changes since the June 10th meeting. They are: Engineering Services during Construction of Dam, MEB Construction of the WTF, Construction Management for WTF, Environmental Mitigation Services, Mitigation Construction, and the Rocky Run Road Cul-de-Sac.

Mr. Tignor inquired about the timeframe that water would be made at the WTF and about the status of the reservoir. Mr. Critzer responded the projected date to make water is in November. The reservoir is currently on hold until as-builts and permits are submitted to DCR. The reservoir volume is approximately 1.3 billion gallons of water.

IX. New Business

Approve Contract for Routers & Modems for Pump Stations

Ms. Spencer reported replacement radios are no longer available for the radios we are currently using. Bids were solicited for a new radio system with engineering and technical support. The

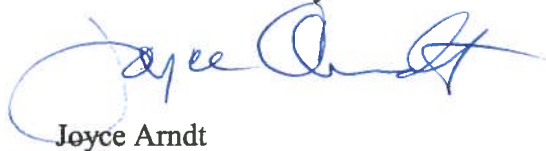
sole bid was received from Sterling Engineering Solutions for a total cost of \$101,339.80. Staff recommends the award of a contract to the vendor.

Mr. Glazman made a motion to recommend approval of proposed Resolution R14-197, which would award a contract to Sterling Engineering for purchase of routers and modems for pump stations. The motion was seconded by Mr. Dunn and passed with a 4-0 vote.

X. Adjournment

There being no further business, Mr. Tignor adjourned the meeting at 7:30PM.

Minutes submitted by:



Joyce Arndt
Acting Recording Secretary